

ANNUAL REPORT

FISCAL YEAR 2020

October 1, 2019 – September 30, 2020



DALLAS-FORT WORTH FEDERAL EXECUTIVE BOARD

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ADR & Training Form Separate Attachment

ACKNOWLEDGEMENTS

The FEB facilitated interagency collaborations on common initiatives to ease the strain on Federal resources. The Executive Leadership Team generated multi-agency assistance to maintain FEB Operations in 2020. Our sincere appreciation is extended to Committee members and other partners for their dedication and commitment to Public Service and the DFW Federal Executive Board. Special thanks to the DFW FEB Policy Committee and these agencies:

- ✓ HHS as the DFWFEB Lead Employing Agency;
- ✓ GSA Region 7 for providing Office Space, Equipment and IT services;
- ✓ FEMA & FMCS for program outreach leadership and administrative support;
- ✓ U.S. District Courts & DOL-OASAM for Parking, Administrative, and Support Services;
- ✓ FPS for Partnership in Employee Safety & Security;
- ✓ SSA & FEMA for financial support of new DFW website



EXECUTIVE SUMMARY

The Dallas-Fort Worth Federal Executive Board (DFWFEB) serves as the focal point for communication, coordination, and collaboration among 220 federal offices with 80 of the highest-ranking Federal leaders in Federal Departments and Independent Agencies in North Central Texas. We identify strategic partners among our Federal, State, County and Municipal leaders and facilitate partnerships to meet common goals.

In FY 2020, the DFWFEB focused on activities that **Enhanced Collaboration, Community Outreach, and Partnerships among Federal offices to meet economic challenges**. Together we made strides toward “*being a Government that works better and costs less!*”^{*} This report highlights key activities performed in three primary lines of business:

1. Emergency Preparedness, Employee Safety & Security
2. Workforce Development and Support
3. Strategic Partnership

The Dallas-Fort Worth Federal Executive Board covers a 16-county jurisdiction that includes the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant and Wise counties.

**Quote President Bill Clinton*

Federal Executive Board - Background

President John F. Kennedy established FEBs by Presidential Directive in 1961 to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC.

The need for effective coordination among Federal organizations’ field activities was clear then and is even more important in today’s environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and district offices of Federal departments and agencies as they are the Federal government’s principal representatives to the vast majority of citizens.

The Boards function in 4 general areas: (1) providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (2) coordination of local approaches to national programs (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally. Per regulation, the Director, US Office of Personnel Management (OPM), maintains oversight of the FEB Network.

Today, there are 28 FEBs located in areas with a significant Federal population. FEBs are comprised of the highest ranking local officials from each Federal agency in the geographic area.

The DFW leadership team consists of an Executive Policy Committee with a Chair, Vice Chair (*Chair-elect*), Past Executive Chairs and up to 10 appointed members. The FEB staff includes an Executive Director and Assistant to manage the board’s daily operations. Staff FTEs



and FEB Operational funding is provided by the Office of Health & Human Services, and multi-agency administrative support.

THE FEDERAL EXECUTIVE BOARD NATIONAL NETWORK

Vision: To be the catalysts for better government.

Mission: Increase the effectiveness of Federal Government by strengthening coordination of government activities.

Guiding principles of the Federal Executive Board:

1. Integrity
2. Service
3. Excellence

Strategic Goals

The Federal Executive Boards will –

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach;
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the network's administrative functions.



Program Highlights FY 2020

- ❖ **Strategic Partnerships:** Held our 2020 Interagency Public Service Awards virtually, received over one thousand nominations; the FEB awarded 12 federal employees with public service awards in various categories.
- ❖ **Emergency Preparedness & Employee Safety:** Held an Emergency Preparedness and Employee Safety & Security meeting. These meetings help our Federal Continuity Managers revise and update agency COOP plans, and share best practices for Emergency Preparedness.
- ❖ **Emergency Preparedness & Employee Safety:** Maintained partnership with The National Weather Service to provide real-time notification to the FEB Executive Director, and FEB Executive Policy Committee, in the event of inclement weather affecting the DFW Federal Community.
- ❖ **Emergency Preparedness & Employee Safety:** The DFW FEB sponsored an all agency CPR Training in partnership with the U.S. Department of Labor aimed at renewing COOP officers CPR certification. Fifteen agencies participated in the 8-hour training.
- ❖ **Strategic Partnerships:** The DFW FEB Executive Policy Committee was instrumental in standing up a new committee for the DFW FEB, the Strategic Planning Committee. This committee is made up of 7 Senior-Level agency managers to assist the Executive Director in carrying out FEB Programs and initiatives with specific tie-back to the Federal Community. The Committee has been successful in securing federal space and funding for FEB initiatives.
- ❖ **Strategic Partnerships:** U.S. Customs and Border Protection, U.S. Patent and Trademark Office, and the Military Entrance Processing Station provide employees to assist in updating the DFW FEB Website and Social Media Platforms. The website provides up-to-date information on Agency Operating Status in the event of an emergency, among other noteworthy events.
- ❖ **Strategic Partnerships:** The DFW FEB partnered with the Federal Trade Commission in hosting a two-day webinar and information session on programs working to address economic and racial disparities illuminated by COVID-19 events.



- ❖ **Strategic Partnerships:** Partnered with The Transportation Security Administration serving as a clearing house to provide Federal Employees to act as decoys assisting in training at the DFW Airport.
- ❖ **Workforce Development and Support:** Provided ten Leadership training classes. Two were in person. The DFW FEB immediately transitioned to virtual learning after COVID-19. Provided a 40-hour advanced mediation training for DFW FEB advanced cadre members.
- ❖ **Workforce Development and Support:** The DFW FEB has worked to stand up several committees this FY. The Information Technology and Communications Committee, The Awards/Recognition Committee, The ADR Shared Neutrals Committee, and the Workforce Development and Support Committee.

FEDERAL WORKFORCE DEMOGRAPHICS IN NORTH CENTRAL TEXAS

FEDERAL WORKFORCE BY THE NUMBERS*

- ✓ The U.S. Government is the area's largest employer among public and private employers;
- ✓ There are approximately 48,460 full-time civilian executive branch Federal employees;
- ✓ Home to more than 12,000 military active duty & reserves with 13,500 family members;
- ✓ Over 39,000 Federal retirees and 150,000 military retirees reside in the DFW area.

MORE FACTS ABOUT NORTH CENTRAL TEXAS

- ✓ Regional headquarters for 80 Federal Departments/Agencies and 138 District/Field Offices; Total 218 Federal Offices; (*Greater Southwest Region or Region 6*)
- ✓ Home to over 25,000 Corporate Headquarters; (*Largest HQ concentration in U.S.*)
- ✓ Largest land-locked metropolitan area in the world;
- ✓ Dallas-Fort Worth has one of the most diverse economies in the U.S. (*BLS*);

*Sources: www.census.gov; www.fedscope.opm.gov; www.military.com

Executive Board Leadership

2019/2020 Chair

Belinda McCallister
Director, Equal Employment
Opportunity Commission
Dallas

Vice Chair-Elect

Michael Coyne
Deputy Regional Director
National Weather Service
Southern Region Headquarters

Agencies Represented on the DFW FEB Executive Policy Committee

U.S. Department of Health and Human Services - Internal Revenue Service - General Services Administration - U.S. District Court Northern District of Texas - Federal Protective Service – Federal Aviation Administration - Social Security Administration - U.S. Citizenship & Immigration Services - U.S. Department of Homeland Security - National Highway Traffic Safety Administration

DFW FEB FACTS OF INTEREST

- ❖ The “Head” of each Federal agency located in the DFW area is a member of the full board by virtue of the position; (5 CFR Part 960)
- ❖ 80 Federal agency heads comprise our full board;
- ❖ The FEB’s Executive Policy Committee consists of 17 members (*elected and appointed*) who serve as the FEB Leadership Team.
- ❖ Dallas-Fort Worth area traditionally hosts 15 presidentially appointed positions (under Schedule C) The DFW FEB Policy Committee includes a combination of career and presidentially appointed Agency Heads during each administration.
- ❖ The FEB Chair may appoint a new member to the Policy Committee to serve a 2-year term. Standing Committee members include agency heads from NWS, USCIS, FAA, GSA, IRS, FPS, FEMA, NHTSA, OPM, SSA, DOL, EPA, U.S. Clerk of Court, and *HHS (**DFWFEB sponsor*)
- ❖ The Chair-elect serves as Vice Chair of the Joint Board and Chair of the CFC’s, LFCC for one year before assuming the role of FEB Chair.

ANNUAL REPORT

I. EMERGENCY PREPAREDNESS, EMPLOYEE SAFETY & SECURITY

The FEBs primary role during emergencies is to provide sound and timely information to the federal community regarding federal operations, weather conditions and safety highlights. This service is provided on a 24-7 basis.

The DFW Federal Executive Board provides an opportunity for Federal, State & Local emergency management professionals in North Central Texas to network, discuss issues and hear topical discussions and presentations on matters important to the group. The FEB coordinates activities that enhance lasting partnerships and proactive interagency/ intergovernmental Emergency Preparedness initiatives through advocacy, communication, and collaboration. The DFW FEB develops and/or maintains active relationships with Federal, state and local emergency managers, public safety and law enforcement officials to enhance preparedness education, exchange ideas and develop coordinated approaches to regional issues.



EMERGENCY PREPAREDNESS, EMPLOYEE SAFETY AND SECURITY

- ❖ January 2020, The DFW Federal Executive Board and The National Weather Service has maintained the Memorandum of Agreement outlining notification procedures, and the roles and responsibilities of the FEB Executive Director, the FEB Hazardous Weather Committee members, and members of the National Weather Service. Although each Federal agency is responsible for the safety of its employees and the Continuity of Operations during a weather event, the National Weather Service has been successful in coordinating relevant weather information that can be readily shared among Federal Agency leaders, to assist in making informed decisions affecting the Federal Workforce. This proves very valuable during inclement weather.
- ❖ The DFW FEB sponsored an all agency CPR Training in partnership with the U.S. Department of Labor aimed at renewing COOP officers certification. 15 Federal Agencies participated in hour recertification training. The DFW FEB Executive Director also recertified.
- ❖ The DFW FEB website is up and running. The website provides a communication forum for Federal Agencies and is available 24/7/365 to members of the Federal Community. The website has provided information on the DFW Public Service Awards, Leadership Training Programs, and FEB Board Meetings. It serves the Federal community and members of the public with convenient up-to-date, information on agency operating status in the event of inclement weather in the DFW Area. The Federal Emergency Management Agency, (FEMA) and The Social Security Administration (SSA) partnered to provide financial support to stand up the new and improved, redesigned, website. The professionally redesigned website provides a professional image which has inspired greater confidence in the DFW FEB.
- ❖ October 2020, the DFW FEB participated in the DHS Principals meeting partnering with Federal Law Enforcement Agencies, the Interagency Security Committee, and FEMA. 16 Federal agencies participated, and held various security presentations.



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- ❖ February 2020 The Employee Preparedness and Employee Safety Committee met and conducted a best practices Table Top Exercise. (TTX) The Committee is comprised of Continuity Managers from 40 Federal Departments in the DFW Area. The committee discussed providing tests, training, exercise development, and COOP planning assistance. Partnered with the Federal Protective Service to provide a threat briefing to agency continuity managers, stressing the importance of awareness and provided information of weapons seized from Federal employees entering Federal workspace and active shooter events.



II. WORKFORCE DEVELOPMENT AND SUPPORT

Acts in an advisory capacity for the purposes of: (1.) planning annual activities based on the needs of the local Federal community & OPM directives; (2.) pooling resources & experiences to support & advance the capacity of the Federal workforce; (3.) fostering partnerships with professional & community groups to raise awareness & promote public service;

- ❖ The Dallas Ft. Worth Federal Executive Board held 10 leadership sessions designed for employees in the GS-09/11 and GS-12/15 grade levels Pre-COVID-19. However several training were held virtually during the COVID-19 pandemic (in italic):
 - Developing the Leader Within You
 - Developing the Leader Around You
 - 13 Powerful Communication Tips for Success
 - *How to turn Adversity into Advantage*
 - *Remote Servant Leader*
 - *Finding Hope, How to Deal with COVID-19, Civil Unrest, Change and Uncertainty*
 - *Family Stress to Family Best*
 - *Resiliency Skills in Time of Uncertainty*
 - *11 Shifts Every Leader Need to Make*
 - *15 Invaluable Laws of Growth*



II. WORKFORCE DEVELOPMENT AND SUPPORT

- ❖ The DFW FEB Full Board in partnership with FEMA adopted the FEB Mentoring Program modeled after the Atlanta FEB. There are 25 Executive-level mentors, and 25 mentees. The DFW FEB Mentoring Program provides an opportunity for employees from agencies within the DFW federal family to participate in a 12-month, structured mentoring relationship. It is an effective way to provide professional development and enhance learning in the workplace. This is the fourth iteration of



this well-sought after program. There are still 15 federal employees on the waitlist from 2019 in addition to 20 new applicants in 2020.

- ❖ *Leadership FEB* is in its forth iteration. The program is designed specifically for executives, senior managers, and aspiring leaders within the federal sector. This program is unique in that it is specifically designed for federal participants and showcase federal agencies and their leaders. It is intended to develop talents and broaden perspectives of present and future federal leaders. The 2019 Cohort has 23 participants, from diverse career field backgrounds. Cohort members are exposed to issues and organizations affecting life in federal government across the great state of Texas. In addition to emulating other “Leadership” models, the participants of this program interact with federal agency executives. During the one-day, eight hour forum, executives and participants engage in dialogue, exchange ideas, and explore the unique challenges associated with leading federal agencies in Texas. Participants also engage in a series of activities designed to enhance their leadership potential. The cohort has already experienced invaluable exposure to agency executives, from FEMA, NARA, the FAA, and NOAA. They have already learned elements of the true mission of these agencies, and how the mission ties into Core Competencies and Executive Core Qualifications.



II. WORKFORCE DEVELOPMENT AND SUPPORT

(*See attached chart for cost-savings calculations)

- ❖ In FY 20, the DFW FEB responded to 45 Mediation Cases. Our certified mediator pool consists of 75 skilled mediators. 14 received refresher training from ADR Committee Chair Alana McCants and FMCS Commissioner Stephanie Collier. The cost avoidance for the Federal community in mediation cases for the DFW Area resulted in thousands. The committee is very strong and supportive of each other. Mediators work together to welcome new mediators, resolve cases, and is committed to yearly refresher training for the cadre. Quarterly meetings are held to evaluate the commitment of mediators, mediators must mediate at least twice a year to retain membership in the FEB ADR Cadre.



III. STRATEGIC PARTNERSHIPS

Acts in an advisory capacity for the purposes of developing and implementing local coordinated approaches for programs and cooperative activities as outlined in CFR Part 960.107 and set forth in the FEB National Strategic Plan

- ❖ DFW FEB held an **Executive Policy Committee Meeting** during COVID-19 to ensure agency collaboration and information sharing on various agency phases of reintegration of the Federal Workforce. Special guest, Chris Zervas, Leadership Vision, LLC briefed Executives on “Remote Servant Leadership” - ways to lead and connect with employees virtually while in the COVID-19 Pandemic.



Pictured Left to Right –



Assistant Director Field Operations, Federal Protective Service, **Patrick D. Moses**, DFW FEB Executive Director, **Kelly Ann Anderson** Regional Director, National Highway Traffic Safety Administration, **Maggi Gunnels**, U.S. Clerk of Court Northern District of Texas, **Karen Mitchell**

Second Row -

Director, Equal Employment Opportunity Commission, **(Chair) Belinda McCallister**, Regional Administrator, Greater Southwest Region General Services Administration, **Giancarlo Brizzi**, Owner/Facilitator, Leadership Vision, LLC, **Chris Zervas**, Regional Administrator, U. S. Department of Labor, **Kelly Pettit (on phone)**

- ❖ The DFW FEB partnered with the Federal Trade Commission in hosting a two-day webinar and information session on programs working to address economic and racial disparities illuminated by COVID-19 events. Over 700 individuals attended virtually. Presenters represented the below organizations and spoke on the following topics:



- U.S. Department of Housing and Urban Development: Programs and Tools for Empowering Residents Toward Self-Sufficiency
- U.S. Department of Justice: Information on the Community Relations Service
- U.S. Department of Agriculture: Food Availability 2020
- U.S. Department of Health and Human Services: Covering Families Through the Lifespan
- U.S. Department of Labor: Wage and Hour Division
- U.S. Department of Small Business Administration: Entrepreneurship and the American Dream
- Federal Trade Commission: Working Together to Protect Consumers
- U.S. Securities and Exchange Commission: Resource and Support for Investors and Small Businesses
- Federal Reserve Bank of Dallas: Consumer Financial Education

- ❖ Continued partnership with TSA for Federal Employees to act as decoys for canine teams at DFW Airport. These highly trained explosives detection canine teams are a reliable resource at detecting explosives and provide a visible deterrent to terrorism directed towards transportation systems. TSA trains canine teams to operate in the aviation, multimodal, maritime, mass transit, and cargo environments. Considered the “center for excellence” for explosives detection canine training, the program is the largest explosives detection canine program in the Department of Homeland Security and the second largest in the federal government after the Department of Defense. The cost avoidance to the government since the inception of the program is over \$250,000 dollars. Various agencies, Federal employees and family members are authorized to participate in the program i.e., DFW FEB, HHS, GSA, USCIS, EPA, SSA, NRC, and NHTSA.



- ❖ The DFW FEB hosted a Full Board Meeting with 37 Federal Agencies represented. The board discussed agency needs and was briefed by U.S. Housing and Urban Development on Envision Centers in DFW as a part of Secretary Ben Carson's initiative.



- ❖ Metroplex Combined Federal Campaign raised **\$2.0 Million in 2019**. The FEB Leadership team, CFC Staff and LFCC partnership have made a positive impact on campaign operations. Agency Forums were designed to educate campaign leaders and agency leadership on new changes to CFC Regulations.
- ❖ August 2020, the DFW FEB hosted the 2020 Public Service Awards recognizing excellence in Federal service. The DFW FEB received over 1000 nominations and awarded employees in 12 nominating categories.



***COST AVOIDANCE (Please see attached Document)**

END.

